

# **COMPREHENSIVE PLANNER I**

## **GENERAL RESPONSIBILITIES**

Provides information, analysis and guidance for comprehensive planning processes, activities, and studies consistent with acceptable planning concepts and practices in accordance with Federal, State and local laws, within the goals and objectives of the Department of Comprehensive Planning.

**ESSENTIAL TASKS** include the following; other duties may be assigned.

1. Apply current principles, practices, laws and regulations for planning, zoning, and land development
2. Conduct surveys and field studies, compile data and prepare reports for rezoning, annexations, development regulations, zoning ordinances and other planning activities
3. Develop and maintain statistical information, tables and reports
4. Assist in the development of and updates to comprehensive plans, zoning ordinances and other planning documents
5. Review proposed development plans for consistency with the Comprehensive Plan parameters and provide comments
6. Assist with developing and implementing citizen participation programs
7. Provide liaison service to assigned municipalities
8. Provide project information, participate in work groups and attend public meetings
9. Conduct mapping and GIS analysis to support planning efforts
10. Perform related duties as to specific assignments
11. Any employee may be identified as Essential Personnel during emergency situations
12. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
13. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

## **EDUCATION AND EXPERIENCE**

1. Bachelor's degree in urban, regional or community planning or related field\*
  2. Two years professional land use experience\*
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3. Master's degree in urban, regional, or community planning or related field\*
  4. One year professional land use experience\*

\*A comparable amount of training and experience may be substituted for the minimum qualifications.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Read, analyze, and interpret business and technical procedures and governmental regulations
2. Make persuasive presentations on complex topics to top management, public groups and/or boards, and employees

3. Write reports, correspondence, procedures and other required documentation
4. Define problems, collect data, establish facts and draw valid conclusions
5. Use computer software programs and/or other applications
6. Use GIS software for mapping and analysis
7. Apply complex mathematical concepts and formulas
8. Work with detail, problem solve, and communicate problems